

OFFICE OR STAFF GENERAL SERVICES		OFFICE CODE	REQUEST DATE 2000/04/14	APPROVAL DATE 1953	CONTROL NO. 349	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
SPACE MAINTENANCE & FACILITIES DIVISION MOTOR POOL BRANCH			SPACE MAINTENANCE & FACILITIES DIVISION MOTOR POOL BRANCH				
Chauffeur	CPC-604-3	62.03	Chauffeur	CPC-604-4	61.26		
Chauffeur	CPC-604-3	62.12	Chauffeur	CPC-604-4	61.27		
Chauffeur	CPC-604-3	62.14	Chauffeur	CPC-604-4	61.28		
			(Place on T/O after 61.25)				
In accordance with request dated 17 June 1953, Chief, General Services. No change in T/O Strength.			25X1A9a				
NEW OFFICE TOTALS			APPROVAL				
T/O Strength 25X9A2			The T/O changes listed above are hereby approved. Please make changes on office machine printed T/O page(s) is				
			Chief, Class. & Wage Div.				
			TITLE				

FORM NO. 30-25
SEP 1952

T/O CHANGE AUTHORIZATION

10 1953

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020010-2

(14-39)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Administration Division DATE: 17 June 1953

FROM : Chief, General Services Office

SUBJECT: Upgrading of three (3) Chauffeur Positions

25X1A9a

1. Confirming telephone conversation between [REDACTED] of your office, it is kindly requested that three (3) chauffeur positions (slots I62.12, I62.03, and I62.14) be upgraded from CPC-3 to CPC-4.

25X1A9a

2. It is felt that these three (3) positions warrant higher classifications in view of the work being performed by the incumbents. One of the above positions is encumbered by a chauffeur recently assigned to drive for [REDACTED]

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25X1A8a

The other two (2) chauffeurs, although not assigned to a regular shuttle run, serve full-time as relief drivers on the various shuttles. They drive the shuttle buses exclusively, and we feel that they are therefore entitled to the same grade as other chauffeurs driving buses on a full-time basis.

3. It would be appreciated if the T/O change effecting the above could be issued at an early date in order that personnel actions covering the promotions of the employees concerned may be submitted.

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#349
6/20/53
KST

~~Confidential~~ 7/8/53
Austin:

This request appears to be okay in light of
CPC-4 for assigned chauffeurs and CPC 4 for
Shuttle Bus Drivers(although these two are relief),
they have to perform just about full time on these
shuttle buses.

Recommend approval of 30-25.

 25X1A9a